

**Title:** Basic Pay - Update Pay Scale to Salary (Pay Bands)

**Processes :**

**Sub-Processes :**

HRMS Training Documents

## Basic Pay - Update Pay Scale to Salary (Pay Bands)

PA30

### Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
7/17/2006	Chylynn Hansel	Create

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**File name:** BASIC\_PAY\_UPDATEPAYSCALET  
**Version:** SME Approved Script  
**Last Modified:** 12/19/2008 10:40:00 AM  
**Reference Number:** OPAYBANDS.DOC

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### Purpose

Use this procedure to update an employee's basic pay when the pay changed from pay scale to salary (pay band).

### Trigger

Perform this procedure when the employee's basic pay did not update correctly during the appointment change action.

### Prerequisites

- Employee's Basic pay changed from Pay Scale to Salary.

### Menu Path

Use the following menu path(s) to begin this transaction:

- Human Resources → Personnel Management → Administration → HR Master Data → Maintain.










### Transaction Code

**PA30**

### Helpful Hints

This situation may happen when an employee has an appointment change from a classified general government position to a WMS position.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.

## Procedure



1. Start the transaction using the menu path above or transaction code **PA30**.

### Maintain HR Master Data

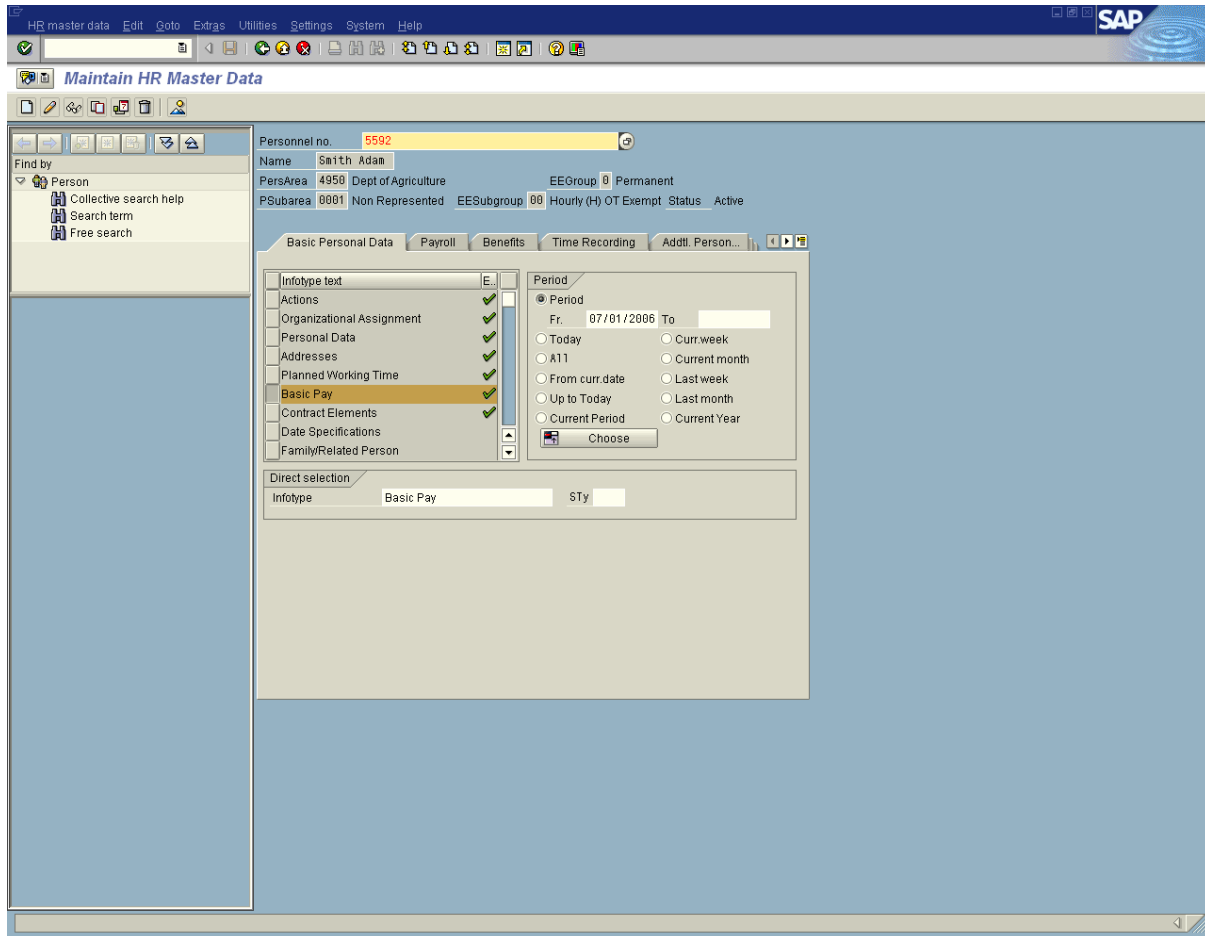
The screenshot displays the SAP 'Maintain HR Master Data' (PA30) transaction. The top bar includes the SAP logo and menu options like 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. Below the menu is a search bar for 'Personnel no.'. The main area is divided into tabs: 'Basic Personal Data', 'Payroll', 'Benefits', 'Time Recording', and 'Addtl. Person...'. The 'Basic Personal Data' tab is active, showing a list of infotypes on the left and a 'Period' section on the right. The 'Period' section includes fields for 'Fr.' (From) and 'To' (To), with radio buttons for 'Today', 'A11', 'From curr. date', 'Up to Today', 'Current Period', 'Curr. week', 'Current month', 'Last week', and 'Current Year'. A 'Choose' button is also present. The 'Direct selection' section has fields for 'Infotype' and 'STy'.

2. Complete the following fields:


Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number.. <b>Example:</b> 5592
Fr.	R	In the Period section, in the Fr. Field enter the effective date of the change. <b>Example:</b> 7/1/2006

3. Click  .
4. Click  (Enter) to validate the information.

## Maintain HR Master Data



The screenshot shows the SAP 'Maintain HR Master Data' interface. The top menu bar includes 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The title bar reads 'Maintain HR Master Data'. On the left, a 'Find by' sidebar lists 'Person', 'Collective search help', 'Search term', and 'Free search'. The main area displays data for 'Personnel no. 5592' and 'Name Smith Adam'. Below this, fields for 'PersArea 4950', 'Dept of Agriculture', 'EEGroup 0 Permanent', 'PSubarea 0001', 'Non Represented', 'EESubgroup 00', 'Hourly (H) OT Exempt', and 'Status Active' are visible. A tabbed interface at the bottom shows 'Basic Personal Data', 'Payroll', 'Benefits', 'Time Recording', and 'Addtl. Person...'. The 'Basic Personal Data' tab is active, showing a list of infotypes with checkboxes: 'Actions', 'Organizational Assignment', 'Personal Data', 'Addresses', 'Planned Working Time', 'Basic Pay' (highlighted), 'Contract Elements', 'Date Specifications', and 'Family/Related Person'. To the right of this list is a 'Period' section with a date range 'Fr. 07/01/2006 To' and radio button options for 'Today', 'All', 'From curr. date', 'Up to Today', 'Current Period', 'Curr. week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Choose' button is located below these options. At the bottom, a 'Direct selection' section shows 'Infotype Basic Pay' and 'STy'.

5. Click  (Create) to create a new record.

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**Create Basic Pay (0008)**

**6. Complete the following fields:**

Field Name	R/O/C	Description
Reason	R	<p>The reason for the change in pay.</p> <p> If you do not know the number for the Reason, you can click the  (Matchcode) to open the selection list.</p> <p><b>Example:</b> 20 – Appointment Change</p>
Next increase	R	<p>The date of the employee's next pay increase..</p> <p><b>Example:</b> 7/1/2007</p>
Amount	R	<p>The semi-monthly salary for the employee.</p> <p><b>Example:</b> 3000</p>


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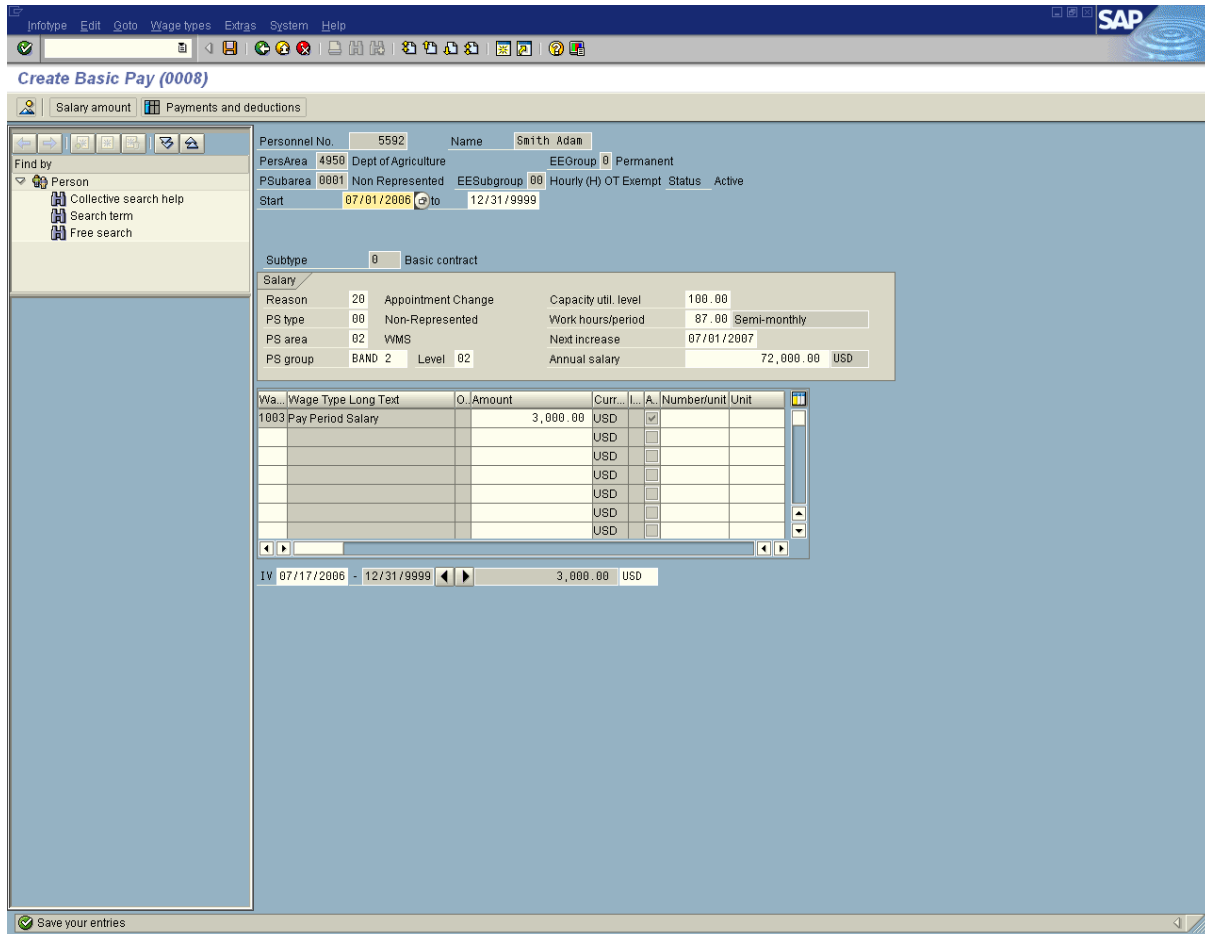
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7. Click  (Enter) to validate the information.


**Create Basic Pay (0008)**



The screenshot shows the SAP 'Create Basic Pay (0008)' transaction. The top bar includes menus like 'Infotype', 'Edit', 'Goto', 'Wage types', 'Extras', 'System', and 'Help'. The title bar says 'Create Basic Pay (0008)'. Below the title bar, there are tabs for 'Salary amount' and 'Payments and deductions'. The main area is divided into several sections. On the left, there is a 'Find by' section with options: 'Person', 'Collective search help', 'Search term', and 'Free search'. The main data area contains the following fields:

Personnel No.	5592	Name	Smith Adam
PersArea	4958	Dept of Agriculture	EEGroup 0 Permanent
PSubarea	0001	Non Represented	EESubgroup 00 Hourly (H) OT Exempt Status Active
Start	07/01/2006	to	12/31/9999
Subtype	0	Basic contract	
<b>Salary</b>			
Reason	20	Appointment Change	Capacity util. level 100.00
PS type	00	Non-Represented	Work hours/period 07.00 Semi-monthly
PS area	02	WMS	Next increase 07/01/2007
PS group	BAND 2	Level 02	Annual salary 72,000.00 USD

Below the salary section, there is a table with columns: 'Wage Type Long Text', 'O. Amount', 'Curr. L. A.', 'Number/unit', and 'Unit'. The table contains one row: '1003 Pay Period Salary' with an amount of '3,000.00' and currency 'USD'. At the bottom, there is a summary line: 'IV 07/17/2006 - 12/31/9999 3,000.00 USD'. The bottom status bar says 'Save your entries'.

8. Click  (Save) to save.
9. You have completed this transaction.

**Result**

You have updated the employee's basic pay.

**Comments**

None.

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